

Palatines to America German Genealogy Society: Online Membership Guide

Our new website is hosted on Wild Apricot (WA). WA provides us with a membership management system, a website builder, event management, online store and an online payment system.

You can view the public areas of the website without logging in, but you need to log in to the website if you want to 1) access Members Only or 2) want to change your profile information or 3) renew your membership. We will be sending out email notifications when it's time to renew your membership, and acknowledgements when you have paid your dues. **WA relies on your email address to identify your membership**, so be sure to give us a stable email address that you use regularly. Also, please add "palam.org" to your email contact list to reduce the chances of our email messages being sent to your spam or junk email folder.

SmartPhone Access

You can also view the website by typing in the URL on your smartphone browser. The site is "responsive" and adjusts sizing of the web pages on smartphones and tablets.

Offline Members

Our organization includes some members who do not have or have not reported email addresses. They will be able to view the public areas of the website, but will not be able to log into the Members Only area. Also, they will obviously not receive any email notifications for payments or renewals. These offline members will receive mailed notices as they have in the past.

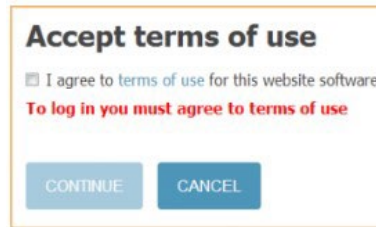
Logging In

When you are ready to log in to the website (<https://palam.org>), you can click on the Log in link at the top of the page.

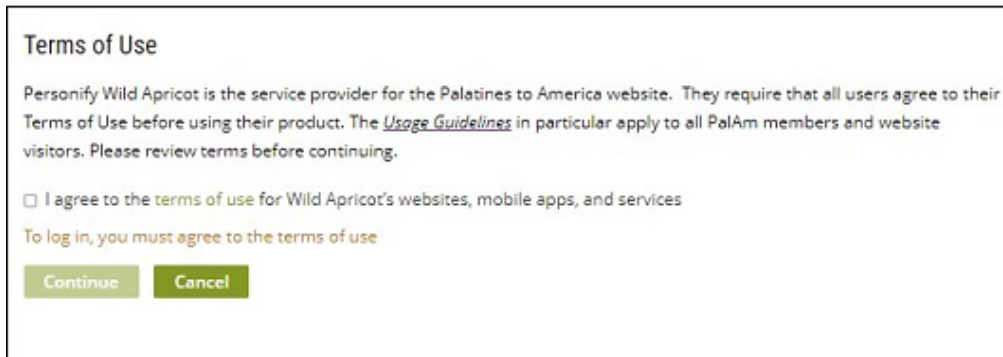
A screenshot of the website login form. On the left, there are two buttons: "Log in with Facebook" (blue) and "Log in with Google+" (red). On the right, there are input fields for "Email" and "Password", a "Remember me" checkbox, and a blue "Login" button. A "Forgot password" link is located to the right of the "Login" button.

You can choose to log in with Facebook or Google if the account email matches your PalAm membership address. **The first time you log in, you must accept Wild Apricot's terms of use before proceeding.** WA requires that all users agree to their Terms of Use before using their product. The *Usage Guidelines* in

particular apply to all PalAm members and website visitors. Please review terms before continuing to the website.



A dialog box titled "Accept terms of use" with a blue border. It contains a checkbox labeled "I agree to terms of use for this website software" which is currently unchecked. Below the checkbox, the text "To log in you must agree to terms of use" is displayed in red. At the bottom of the dialog, there are two blue buttons: "CONTINUE" and "CANCEL".

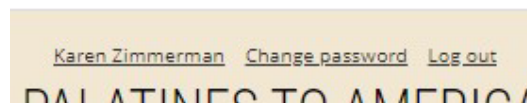


A dialog box titled "Terms of Use" with a black border. The text inside reads: "Personify Wild Apricot is the service provider for the Palatines to America website. They require that all users agree to their Terms of Use before using their product. The [Usage Guidelines](#) in particular apply to all PalAm members and website visitors. Please review terms before continuing." Below this text is a checkbox labeled "I agree to the terms of use for Wild Apricot's websites, mobile apps, and services" which is unchecked. Underneath the checkbox, the text "To log in, you must agree to the terms of use" is shown. At the bottom, there are two green buttons: "Continue" and "Cancel".

Password

If you did not receive a password in your membership activation email, click the **Forgot Password** link that appears on the login page. You will then see a page asking for your email address again. After typing your email address, click the **security box** and then **Submit**. You will then receive an email at that address with password reset instructions.

Once you are logged in, look at the top of almost any web page, and you should see links to your membership name, a change password link, and a log out link.

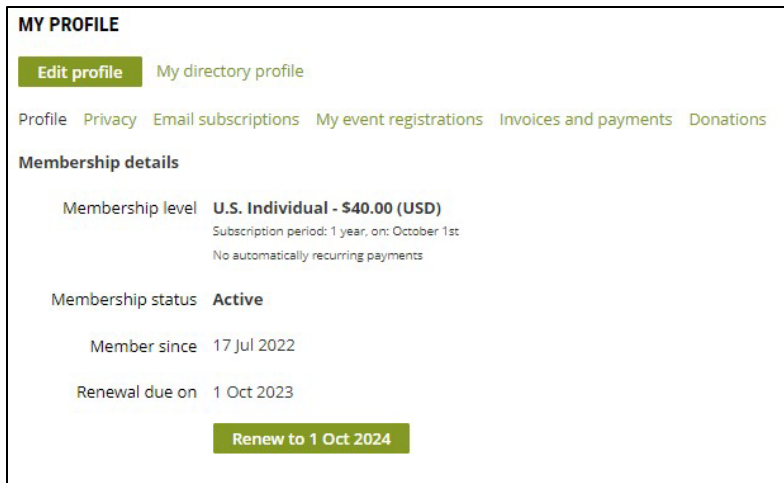


Change password works the same way the Forgot Password on the login page works. If you click on your member name link, you will see your profile page.

Your Profile

Some information in your profile is available for you to edit. You can change your membership name, email address, mailing address and phone number at any time.

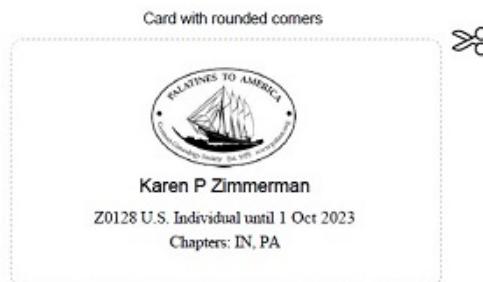
The remaining fields are set when you join or renew your membership, and can be changed only when you renew your membership or by emailing membership@palam.org if there is an error to be corrected. Click on Edit Profile to make changes.



Notice this is one place where you can go to renew your membership when the time comes.

"My Directory Profile" shows the information fields that will appear in member directories. Please be aware that Palatines to America does not share any directory information. See our **Privacy Policy** (<https://palam.org/privacy-policy>) for more details. The member directories within our website are restricted access.

Another feature on your Profile page is a **Membership Card** which you can download as an image optimized for display on smartphones or as a printable PDF. The PDF includes instructions for printing the card to normal business card size.



Privacy Settings

In your profile page, click on the **Privacy Link** to see options for limiting your sharing of your information to others. The check box "Show profile to others" can be on or off. Again, there are a few settings that are blocked so that they are always available for membership processing. You can choose which of the other fields you are willing to share. The first column "Anybody" would allow the public to see the information; "Members" will allow PalAm members to see the information; "No Access" will hide the information. Some members may not want their phone number or address to be available, so they can change the settings to restrict those fields.

MY PROFILE

[Edit profile](#) My directory profile

[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

Show profile to others

Details to show
(in member directories, forum and blog posts)

	Anybody	Members	No access
<input type="checkbox"/> Send message form			✗
<input type="checkbox"/> Membership level			
Email			
First Name			
Last name			
Mem#			
Street			
City			
State			
Postal Code			
Preferred phone			
Primary Chapter			
Chapters			

The **Email subscriptions** link gives you a chance to opt out of receiving certain PalAm emails. You will still receive renewal notices and verification emails. It is recommended that you select both Subscription options. Currently, we do not have any **Forums** to subscribe to.

[Profile](#) [Privacy](#) [Email subscriptions](#) [Donations](#)

Subscriptions

- Subscribed** Automatic event announcements.
Receive advance announcements about upcoming events
- Subscribed** Mass emails from administrators, such as newsletters and other important notifications

Forum subscriptions

You can subscribe for updates in a particular forum or forum topic. Go to forum/topic page to subscribe.

[Save](#) [Cancel](#)

The other links in your profile will show you your event registrations, invoices and payments, and donations.

MY PROFILE

[Edit profile](#) My directory profile Balance: \$0.00

[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

Search Records found: 2

DATE	TRANSACTION	BALANCE DUE
26 Mar 2023	Payment	\$48.00 Settled Invoice #00010
26 Mar 2023	Invoice #00010 Member application U.S. Individual	\$48.00 Settled Paid: 26 Mar 2023

AffiniPay

Wild Apricot Payments is Wild Apricot's own payment processing system, powered by **AffiniPay**, a payment gateway that specializes in payment solutions for associations. AffiniPay has over a decade of experience in the payment industry, and an A+ rating from the Better Business Bureau. Both AffiniPay and Wild Apricot Payments are fully PCI compliant.

This payment system integrates our online payments for various transactions on our website—membership dues, National PalAm event registrations, donations, store and other invoice payments. AffiniPay accepts credit card or debit card payments. Behind the scenes, these financial transactions are recorded and tracked so our national treasurer can track payments in the various categories.

Wild Apricot/AffiniPay offers a **one-click checkout** feature for those who want to save their credit or debit card details for faster checkouts. Wild Apricot does not store the saved card details on their servers or our account, but references the details stored in AffiniPay's secure environment.

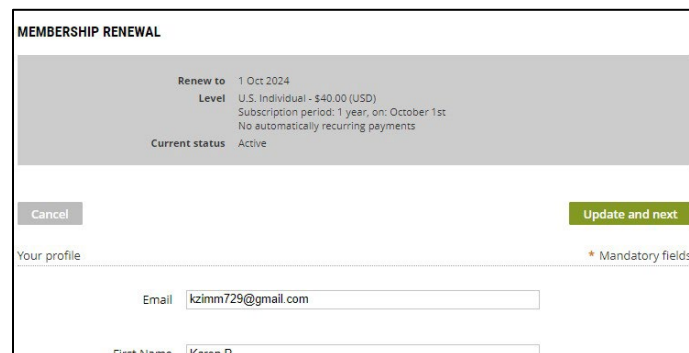
You are not required to use the AffiniPay system to make payments. You can choose to pay an invoice by mailing a check in US dollars along with a copy of the emailed invoice, to the address on the Invoice. Example below.

Renewing Your Membership

You already saw above that your profile has a link for renewing your membership. You will also receive email notifications when your membership renewal is due, and the email will include a link to the Renewal page. A specified number of days before your renewal is due, a pop-up notification will appear on the lower right corner of website pages reminding you that it is coming due or that it is past due.



After you click the **Renew** button, you can review and update your membership details, then click the **Update and next** button. Then, you click the **Confirm** button to confirm the renewal request. You will be taken to the **Invoices and payments** page where you can pay the invoice for the renewal.



MEMBERSHIP RENEWAL	
Renew to	1 Oct 2024
Level	U.S. Individual - \$40.00 (USD) Subscription period: 1 year, on: October 1st No automatically recurring payments
Current status	Active
<input type="button" value="Cancel"/> <input type="button" value="Update and next"/>	
Your profile * Mandatory fields	
Email	<input type="text" value="kzimmer729@gmail.com"/>
First Name	<input type="text" value="Karen P"/>

In our new membership management system, membership renewals are separate from new member dues. We hope this new process will allow us to keep people up to date on their membership status. As mentioned above, there are several pathways to get to the **Renewal form**. Your current membership data will be automatically filled in for you, and you can edit any changes you need to make. One field that cannot be changed during the renewal process is your **Primary Chapter**. If for some reason you feel a need to change your primary chapter, you will need to email membership@palam.org. The **Chapters** field will be updated when the renewal is processed.

When you click on the **Update and next button** you will see a **Review and Confirm** window where you can **Cancel, go Back, get an Invoice or Pay Online**. If you choose to be invoiced, you will find a reminder in your Profile, as well as a message on the bottom right of your window.

When you click on **Pay Online**, you will be sent to our AffiniPay account. Once the transaction is complete, you will receive a confirmation email.

If you do not pay online within 15 minutes, an invoice will automatically be emailed to you. You can then print the invoice and mail it with your check to the address on the invoice or you can pay the invoice online. You will receive an emailed receipt when the check has been entered into the system.

**Palatines to America
German Genealogy Society**

INVOICE

[View invoice online](#)
 Invoice number: 0123
 Issued: 26 Mar 2023

Bill to:
 Karen Zimmerman
membership@palam.org

Item	Amount
Membership application	\$20.00
Discount	-\$2.00
Total:	\$18.00
Balance Due:	\$18.00

You can Pay Online or mail a check with a copy of your invoice.

For Membership dues, send payment to:
 Palatines to America Membership
 PO Box 531096
 Indianapolis IN 46253

For PALAM Store purchases and all payments other than Membership, send payment to:
 Palatines to America
 3971 Lindbergh Ave NW
 Canton OH 44718

You will receive an emailed receipt when payment is entered into your record.

Family Memberships

Wild Apricot uses the term "Bundle" for memberships containing more than one person. **Our family memberships are restricted to two people living in the same household**, so these are considered "bundle memberships." One member of the family is designated "**Bundle coordinator**," and the other is a "**Bundle member**." All administration of a family bundle membership is handled by the family bundle coordinator. The family bundle member can have a separate email

address, phone number and membership number as we've always had. Both individuals share the same address and chapter memberships as we're used to. Both family members share the same renewal date.

The only change in our Family membership (besides the terminology) is that **only the Family bundle coordinator can renew the membership** on behalf of the Family bundle. The same as we currently require, family members will need to contact the Membership Registrar if there are changes in the membership, for example, if the membership is to be changed from Family bundle to Individual membership.

Donations

Donations are no longer collected through the bookstore. You will notice **DONATE** links throughout the website. You can donate to National and/or Chapters at any time by clicking on one of the DONATE links. If you are logged in when you donate, your membership contact information will automatically be filled in. If you are not logged in, you will be prompted to login.

You can donate to one or more funds in the same transaction. Enter the total dollar amount, and then select the fund(s) you wish to distribute to. **In the comment field, be sure to explain how you want the distribution to be made if you have selected more than one fund.**

The screenshot shows a web form titled "Donation" with a "Mandatory fields" indicator. The form contains the following elements:

- Name:** A text input field containing "Karen Zimmerman" with a placeholder "Please enter your full name".
- Amount (\$USD):** A text input field containing "40.00".
- Fund:** A list of radio button options:
 - National General Fund
 - Colorado Chapter
 - Indiana Chapter
 - New York Chapter
 - North Carolina Chapter
 - Ohio Chapter
 - Pennsylvania Chapter
- Comment:** A text area containing the text "Please distribute \$30.00 to National and \$10.00 to the Indiana Chapter." Below the text area is a small instruction: "Choose one or more from the list. If you choose more than one fund, please explain in the Comment field below how you would like the donation distributed."
- Buttons:** A "Cancel" button on the bottom left and a "Pay" button on the bottom right.

When you click on the **Pay button**, you are sent to our **AffiniPay** account where you can enter your credit card information. You will then receive an emailed receipt.

Credit card payment

/

Store card details for faster checkouts

Billing information

United States

Details

Donation \$40.00

Total amount: \$40.00 (USD)

[Cancel](#)
[Pay \\$40.00 \(USD\)](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

You can mail donations at any time to Palatines to America, 3971 Lindbergh Aven NW, Canton OH 44718. Be sure to indicate which funds you want to donate to.

PalAm Store

The new online store has two sections: a print catalog and a digital catalog. We now have PDF versions of *The Palatine Immigrant* volumes 1-26 available to Members Only for download at \$7.50 each. There are a few other digital items available also. The print catalog includes all later editions of *The Palatine Immigrant* which can be mailed to members and public for \$7.50 each plus \$5.95 for shipping and handling. The Print Catalog also includes the book *Palatine Migrations to Brandenburg and Pomerania* by Ernest Thode.

Events

When you click on the Events link, you will see a list of upcoming events with an option to click on "Details" to see more information. We are including all PalAm-related events, National and Chapter, and our partner organizations IGGP and NGS. **You will be able to register and pay registration fees for National events, but you will need to register and pay registration fees for chapter events through the direct links to the chapter in the Event Details.** There is also a summary list of Upcoming Events at the bottom of the Home Page.


HONING YOUR GENEALOGY RESEARCH SKILLS

When: 20 May 2023
9:00 AM - 4:00 PM (EDT)

Location: Indianapolis, Indiana and Virtual via ZOOM

Honing Your Genealogy Research Skills

Featured Speaker: Dr. Michael Lacopo



Indiana Chapter Palatines to America Genealogy Society

[Show details](#)

INTERNATIONAL GERMAN GENEALOGY PARTNERSHIP CONFERENCE

Start: 9 Jun 2023 (EDT)
End: 11 Jun 2023 (EDT)

Location: Fort Wayne, Indiana - Also Virtual Option

International German Genealogy Partnership Conference

in Fort Wayne, Indiana
June 9-11, 2023

Fort Wayne, Indiana has recently been chosen as the host of the [International German Genealogy Partnership](#) (IGGP) conference in 2023. This conference focuses on the history and genealogy of those with German ancestry, wherever they live in the world. Palatines to America German Genealogy Society is a partner within IGGP PalAm will have a strong presence at this conference. We encourage you to attend!

[Show details](#)

March 31, 2023